

Guidelines for Completing Staff Performance Appraisal

Supervisor Guidance

Appraisals should provide a balanced assessment of demonstrated proficiencies, documented accomplishments, delivered products and services, and tangible job activities within the domain of the employee's job objectives. Please make every effort to complete the process within the timeframes established by your division.

- A. Review the employee's job objectives focusing on any changes in performance criteria during the year.
- B. Request feedback from supervisors for whom the employee performed a significant amount of work during the appraisal cycle (*Work for Others*).
- C. Have the employee complete the Self-Assessment portion of the Appraisal form by a specific date. Meet with the employee to discuss any significant differences in perception of performance accomplishments.
- D. Prepare the appraisal, evaluating performance-specific job objectives as well as overall performance. Review and incorporate information from the staff member's *Self Assessment* and if applicable, the *Work for Others* form. Also prepare performance objectives for the upcoming appraisal period; secure all appropriate approvals.
 - 1. Assess the employee's EH&S performance in context of his/her overall job responsibilities. Assess observance of standards of safety, health, and environmental protection in all activities and operations.
 - 2. If the employee is a supervisor, evaluate EEO/AA performance. Assess whether the employee made a positive contribution to the work environment, upheld the highest standards of professional conduct, including nondiscriminatory behavior, and commitment to EEO/AA in all personnel actions and interactions.
 - 3. If the staff member is a supervisor, specifically assess supervisory responsibilities such as setting goals, planning and organizing, leadership and influence, coaching and developing staff, and problem solving.
- E. Obtain Human Resources and all appropriate division approvals before discussing the appraisal with the employee.
- F. Give the employee a copy of the completed appraisal and schedule a meeting to discuss it in detail. Following the supervisor/employee discussion, the document may be modified to correct any errors of fact. Give the employee adequate time to review the appraisal and provide written comments.
- G. Submit the completed and signed appraisal to your division office. Should the employee choose not to sign and return the appraisal after a reasonable time, note this on the appraisal, initial any such notations, and submit for processing. Inform the employee of this action.
- H. Meet with the employee to discuss performance objectives for the upcoming appraisal period. In the context of the employee's job responsibilities, specifically establish EH&S, and as appropriate, EEO/AA objectives (see D.1 and D.2 above). Both you and the employee must sign this document, which serves as the basis for performance measurement for the new appraisal period.